



# TOWN OF LAUDERDALE-BY-THE-SEA

## AGENDA ITEM REQUEST FORM

### Commission Meeting of May 25, 2010

#### Development Services

Department Submitting Request

#### Bud Bentley

Interim Assistant Town Manager

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input checked="" type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
* Subject to change					

NATURE OF AGENDA ITEM	<input type="checkbox"/> Presentation	<input type="checkbox"/> Resolution	<input type="checkbox"/> Manager's Report
	<input type="checkbox"/> Public Safety Report	<input type="checkbox"/> Quasi Judicial	<input type="checkbox"/> Attorney's Report
	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Old Business	<input type="checkbox"/> Other
	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> New Business	

**SUBJECT: Special Event – Cooperative Feeding Program's Beach Party on Monday, July 26, 2010**

#### EXPLANATION:

The attached Staff Reports (**Exhibit 1**) outlines the conditions recommended if the Commission approves this application.

The event is proposed to occur at the Surf Yacht Club, 2 Palm Avenue between noon and 8: p.m. The event organizer is the Cooperative Feeding Program, 1 NW 33<sup>th</sup> Terrace, Fort Lauderdale. The applicant completed the attached special events application (**Exhibit 2**) to document the scope of the event.

**STAFF RECOMMENDATION:** Approve the special event application with the condition stated in the staff report (**Exhibit 1**).

**BOARD/COMMITTEE RECOMMENDATION:** N/A

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** N/A. The applicant bear all costs associated with conducting this event.

Commission Meeting

May 25, 2010

Page 2 of 2

☐ Amount \$ \_\_\_\_\_ ☐ Acct # \_\_\_\_\_  
☐ Transfer of funds required ☐ From Acct # \_\_\_\_\_  
☐ Bid ☐ Grant ☐ Amount represents matching funds

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Attorney review required

☐ Yes ☒ No

Town Manager's Initials: CA

Attachments

5/4/2010

# Exhibit 1

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## SPECIAL EVENT STAFF REPORT

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**FROM:** JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR.  
**SUBJECT:** SPECIAL EVENT PERMIT APPLICATION (FEEDING FRENZY, PARROT HEAD BEACH PARTY)  
**DATE:** MAY 25, 2010 COMMISSION MEETING

The permit application for the event listed above was reviewed by Development Services staff and we recommend the following conditions be imposed on approval:

1. Bathroom facilities (temporary facilities or within the building) shall be provided for 200 participants @ 100 Male and 100 Female:  
Provide portable facilities necessary, if applicable, to meet this requirement.  
1 per every 75 for Males (2)  
1 per every 40 for Females (3)
2. Provide temporary signage for Parking on El Mar Dr. "Event Parking Only, No Parking on Grass, Inside Lanes Only."
3. Secure all electrical cords near band area.
4. No structures or barbeques' on the beach.
5. Provide additional waste receptacles. Additionally, the applicant at the end of the event should empty the Town's waste receptacles within the event area.
6. Provide one 2A ABC Fire Extinguisher at cooking area. Barbeque grills must be setback from any building a minimum of ten (10) feet.



## SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100.00 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.) This application is available on the Town website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).

Phone : (954) 776-0576

Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held, The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: "FEEDING frenzy" PARROT AND BIRD PARTY
2. Day and date of event: Saturday, June 26, 2010 New event ☐ Returning event ☒
3. Location where event will be held: Scuba Yacht Club, 2 Palm Ave
4. Description of Event: Bird Party
5. Name and address of sponsor or hosting organization COOPERATIVE FEEDING PROGRAM  
1 NW 33<sup>RD</sup> TERRACE, FT LAUDERDALE, FL 33311
6. Name(s) of local contact person(s) who will be present each day of the event:  
SCOTT A WOODBURN  
Mailing address: 1 NW 33<sup>RD</sup> TERRACE, FTL, FL 33311  
Daytime phone# 954-792-2328 Evening phone# 954-629-7381 Mobile phone#: same  
Email: SCOTT@FEEDINGBIRDS.COM Fax#: \_\_\_\_\_
7. What is the actual beginning and ending time of the event? NOON - 8 PM  
Start of set-up time? NOON End of tear-down time? 9 PM
8. What type of audience is the event planned for? ADULTS
9. How many participants do you anticipate? 200 spectators? \_\_\_\_\_ adult volunteers? 162
10. Are there fees for the participants or spectators? yes Will fees be collected on-site? yes  
Donations

Porting permission requested along SIMAR North of Scuba  
and Yacht Club, north.

## DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

## STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes \_\_\_\_\_ No X

If yes, indicate the streets and blocks and times the closure is requested:

## TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: \_\_\_\_\_

## VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? \_\_\_\_\_

If yes, please indicate the location and times loading and unloading would occur: \_\_\_\_\_

## PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

*WE ARE REQUESTING PARKING ALONG ELMA FROM TOWN VERT  
FROM 2 PM TO 10 PM ON SATURDAY, JUNE 26. 30 SPACES*

15. Are you requesting use of Town parking meter spaces for the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

## SIGNAGE

Will signs be erected for the event? Yes \_\_\_\_\_ No X Number of signs \_\_\_\_\_ Size \_\_\_\_\_ sq.ft.

Location of signs \_\_\_\_\_

Locate signs on detailed site plan.

## OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes \_\_\_\_\_ No X

## ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes \_\_\_\_\_ No X

## SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:  
X Amplified sound/speaker system X Live music X Recorded music

## CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: EVERA VOLUNTEERS

Removal of trash from the event site: \_\_\_\_\_

## TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property? NA  
\_\_\_\_\_ Electrical power-Describe use: \_\_\_\_\_

\_\_\_\_\_ Water - Describe use: \_\_\_\_\_

## VEHICLES ON PARK GROUNDS

NA

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

## RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

## TENTS/CANOPIES/STAGES *NA*

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

\_\_\_\_\_ Tent (size: \_\_\_\_\_ x \_\_\_\_\_ ) \_\_\_\_\_ Canopy (size \_\_\_\_\_ x \_\_\_\_\_ ) \_\_\_\_\_ Stages \_\_\_\_\_ Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

## FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

## FOOD

25. Will food be served at the event? Yes *K* No \_\_\_\_\_ If yes, is the food provided:

Free of charge *K* Available for purchase \_\_\_\_\_ Non-Profit *K* For profit \_\_\_\_\_

Please list the types of food you are serving: *Cheeseburgers, chicken*

Cooking Equipment: Fryers? \_\_\_\_\_ Charcoal Grills? *K* Propane Grills? \_\_\_\_\_ Concession trailers? \_\_\_\_\_

Open fires? \_\_\_\_\_ Warmers? \_\_\_\_\_ Sterno? \_\_\_\_\_ Smokers? \_\_\_\_\_ Hoods? \_\_\_\_\_ Refrigerators? \_\_\_\_\_

Are you requesting approval to offer other items for sale at the event? Yes \_\_\_\_\_ No *K*

List other items \_\_\_\_\_

## EVENT CONTRACTOR

26. Please name your event contractor, if applicable: *NA*

## ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? *NA*

If yes, please provide copy of appropriate State license.

## PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

**RIDES** (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes \_\_\_\_\_ No ~~X~~

Types: Mechanical/Electrical \_\_\_\_\_ Inflatable (bounce house etc.) \_\_\_\_\_ Manual (slides, trampolines) \_\_\_\_\_

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

## FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

## LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

## INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

## STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

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Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.

Scott A. Woodburn  
Applicant's Signature (required)

MAY 2, 2010  
Date

Scott A. Woodburn  
Applicant's Printed Name and Title/Organization

954-629-7381  
Telephone Number

Note: Cooperative Feeding Programs contracts  
with Resource Initiative for Development Services

STATE OF FLORIDA:  
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,  
by Scott Woodburn who is personally known to me/provided FL D/L as  
identification and who did/did not take an oath.

My Commission Expires: 12/22/2013

Karen Gates  
Notary Public, State of Florida

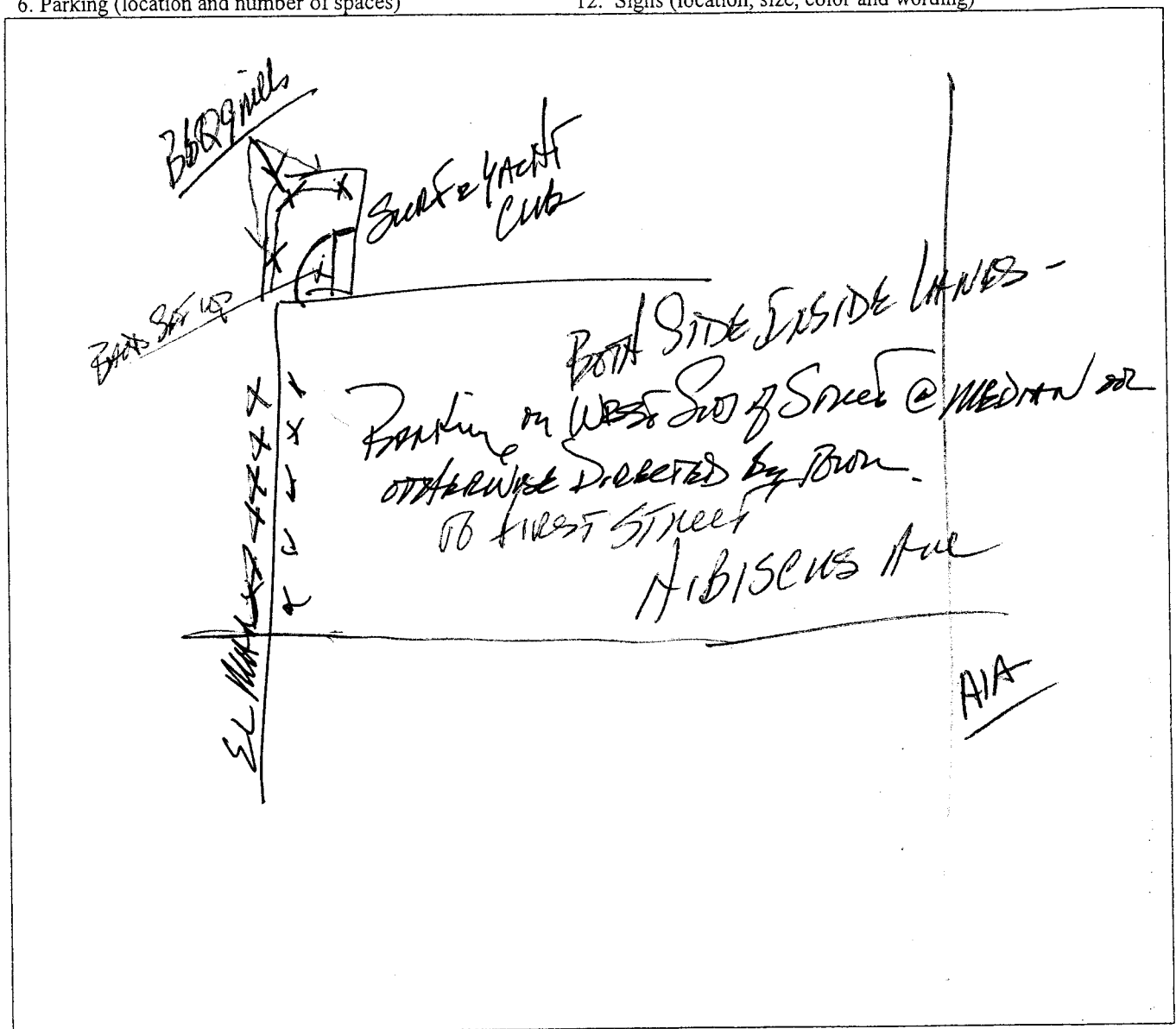


## DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

1. The site of the event (label streets, etc.)
2. Routes for races, parades, etc. →→→
3. Fencing (if known) X—X—X
4. First aid facilities +
5. Restroom facilities (incl. portable)
6. Parking (location and number of spaces)
6. Canopies, tents, stages
7. Alcohol serving/consuming areas
8. Barricades (if known)
9. Off duty police officers (if known)
10. Rides and Amusements
12. Signs (location, size, color and wording)



## **SITE PLAN DETAILS**

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)  
Canopy locations (include the use, such as shelter or vending and the size of the canopy)  
Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)  
Fuel Storage and dispensing areas  
Vendor locations (booths or tables and approximate size)  
Fire lanes (emergency access for fire equipment and EMS)  
Trailers on site (sleeping facilities, service trailers, displays, etc.)  
Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)  
Fire Extinguishers  
Generators  
EMS stand-by or Fire watch areas (include first aid stations)  
Fences barriers and gates  
Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)  
Rides, demonstrations, performance areas and stages  
Traffic routing and road closures  
Parking areas  
Trash receptacles  
Smoking and No Smoking areas  
Dimensions (to determine if available site will support all of the proposed activities)  
Pedestrian walkways  
Fences and gates  
Ticket Kiosks  
Access Control points  
Signage

001-306.000-369.800

TOWN OF LAUDERDALE-BY-THE-SEA  
 4501 Ocean Drive  
 Lauderdale-By-The-Sea, Florida 33308-3610  
 Telephone (954) 776-0576 • Fax (954) 776-0094

Nº 09877  
 DATE 5.4.10.  
 RECEIVED FROM Resource Initiative \$ 100.00  
One hundred DOLLARS  
 FOR Special event  
 AMOUNT OF ACCOUNT ..... \$ .....  
 AMOUNT PAID ..... \$ .....  
 BALANCE DUE ..... \$ .....  
 Thank You!  
 BY Karen

☐ CASH  
☒ CHECK  
☐ M.O.  
☐ CREDIT CARD

Security enhanced document. See back for details.

1539

RESOURCE INITIATIVE GROUP INC.  
 630 N.E. 17 AVE.  
 FORT LAUDERDALE, FL 33304

DATE 5/4/2010 63-8376/2670 020

PAY TO THE ORDER OF Lauderdale-by-the-Sea \$ 100.00  
One Hundred Dollars DOLLARS

**BankAtlantic**  
 FLORIDA'S MOST CONVENIENT BANK

Sunrise #020  
 1750 E. Sunrise Blvd.  
 Ft. Lauderdale, FL 33304

FOR Wade Perry  
[Redacted]

MP

Security features are included. Details on back.